

HULMEVILLE BOROUGH COUNCIL

Meeting Minutes

August 2, 2021

The regular monthly meeting of the Hulmeville Borough Council was held on the above date at Borough Hall, 321 Main Street.

Councilmembers Present

Thomas Wheeler, President
Doug Harris
Nicholas Toth
Judy Coleman
Doug Edge
Nick Lodise
Dan Mandolesi, Vice President

Staff in Attendance

Robert DeBias, Solicitor
John Baran, Chief of Police
Debbie Mahon, Mayor
Secretary Dorothy Omietanski
Diane McKairnes, Treasurer
William Wheeler, Fire Marshall/Borough Mger

Councilmembers Absent: none

Councilmembers Late to Arrive: none

Staff Absent: Kurt Ludwig, Water Authority

Guests in Attendance: none

Call to Order: Mr. Wheeler called the meeting to order at 7:50 pm; all those present joined in the Pledge of Allegiance.

Executive Session: Mr. Wheeler informed the public that council called an executive session 7:00 – 7:30 pm tonight to discuss personnel matters.

Minutes:

Motion made by Mr. Mandolesi seconded by Mr. Lodise to approve the minutes of July 12 and 20, 2021; Motion passed with all in favor 7-0-0.

Public Comment: none

Police Report:

- Police Report - Mayor Mahon read the report for the month of July 2021: 18 Incidents, 1 Accidents, 4 Assists, 2 EMS, 12 Court, 0 Summary Citations, 38 Traffic Citations, 0 Criminal Arrests, 0 Parking and 0 Court for a total hour worked: 236, Total Salary \$6,108.00.
- RDA Request for AED's – The current AEDs in the police department are outdated. The department would like to purchase two or possibly three if the truck purchase is approved. Each unit costs \$1,700.
- RDA Request for Truck – Chief Baran asked Langhorne Borough Police to come to Borough Hall at 6:30 pm tonight to give council the opportunity to view their police truck. Chief Baran believes having a second police vehicle that is a truck would be very useful. A truck would allow the police to transport the Jersey Barriers, the generator and would be useful in emergency situations. The truck would also help in reducing the usage of the current vehicle, which already has 90,000 equivalent runtime miles on it. The debate in council is whether to purchase two trucks, one for the police department and one for the Borough or one truck that would be shared between both departments. If one truck is shared Chief Baran stated it could not be used for police traffic stops. He is also concerned with a civilian driving a police vehicle. Mr. Mandolesi suggested purchasing the truck for the police and when the Borough needs to use it ask, the police to be the driver of the truck. Council all agree two trucks would be too costly for the

amount of time it would be used. Mr. Edge suggested purchasing a hitch and trailer that could be used by both departments. Chief Baran did obtain a price for a base model truck of \$38,475. There would be an additional cost to add all the detailing a police vehicle requires. Other requests that have been made for the upcoming RDA grants have been from William Penn Fire Co \$45,864 for exhaust systems at both stations and \$31,995 for an electronic sign at William Penn. The Borough is going to submit a request to either replace windows or make stucco repairs at Borough Hall. The police department would like to replace the current AED equipment at a cost of \$1,700 per unit. Council will need to have their final decisions regarding what will be requested for the RDA grant applications by the August work session.

- Medical Bag – Chief Baran is requesting to purchase a medical bag for the police vehicle. If the department buys the bag Middletown Emergency Squad has offered to fill it with supplies at no charge. The bag will be kept in the squad car.

Motion made by Mr. Mandolesi and seconded by Mr. Harris to allow Chief Baran to purchase a medical bag not to exceed \$60; motion passed with all in favor 7-0-0.

- Mr. Softy Truck – Mr. Toth explained that the Mr. Softy price is \$350 plus \$45 travel cost. They will serve free ice-cream which is at a cost of \$2.50 until they reach \$350. Once that cost is reached, they will have an additional charge added for each order. Originally the kids were the only ones receiving a free cone but the way they have it set up it will be easier to just offer free cones to everyone and when \$350/140 cones is met, they will stop serving. Mr. Softy will offer just free cones to everyone who attends the event.

Motion made by Mr. Toth and seconded by Mr. Mandolesi to approve the spending of \$395 on a Mr. Softy truck to offer free cones to everyone who participates in the Hulmeville Community Day event; motion passed with all in favor 7-0-0.

- Hulmeville Community Day Event – The event will be held Saturday August 7th from 4-6 at the playground and pavilion area behind Borough Hall. The mayor is requesting that council arrive at 3:30 pm to help with set up. Someone from Tina Davis's office will be in attendance.
- Main and Trenton – Chief Baran had a conversation with the State Police regarding the accidents that have occurred at Main and Trenton. He has all the accident information for the intersection and will present it at the meeting on Wednesday with Tina Davis's office which will be held at 4:40pm in the parking lot of William Penn Firehouse.
- Speed Sign on Bellevue – The speed sign on Bellevue Ave was hit and part of it broken. Chief Baran called to see if he could order the parts to make the repairs and he was quoted a price of \$420. Mr. Mandolesi would like to look at it and see if he can make the repairs.
- Speed Sign Trenton – The new electronic speed sign on Trenton recorded a top speed of 92 miles per hour late at night.
- Dog Attacks – The family who owns the pit bulls who have been attacking dogs in the neighborhood have received their first home inspection the end of June. The inspector told Chief Baran the family is in compliance. They have two more inspections that will be completed before the end of the year. Chief noted the "dangerous dog" sign that was on their door has been moved to their window, which is still in compliance. A separate case went to district court regarding a physical altercation between the dog's owner Mr. Staley and his neighbor Mr. Nelms. Mr. Stanley hit Mr. Nelms and pushed him to the ground. Mr. Stanley was charged with harassment and had to pay a fee of \$200 plus the court costs. Mr. Stanley has been encouraged to have no contact with his neighbors. A third issue is the dogs have been outside without their muzzles, which is a violation. The inspector told Chief Baran if someone can take a picture of the dogs without their muzzles something could be done regarding the violation.
- Training – Chief Baran is scheduling verbal judo and defense tactics training for all officers. A FATS Machine is being made available to the officers for free for 4 hours training time. The machine simulates scenarios for the officers. The machine is available M-F 8am-5pm at Doylestown Training Center. Verbal judo is a de-escalation talk both verbal and non-verbal training, which will also be free.

Fire Marshal: no report

Emergency Management Coordinator: no report

Water and Sewer: no report

Borough Property:

- Faucets – Mr. Mandolesi replaced the batteries in the faucets at Borough Hall.
- AC Police Station – The air-conditioning is working fine in the police station. Mr. Mandolesi believes the issue arose from having the door open in the meeting room. That door needs to remain closed.

Trash: no report

Lights: no report

Streets:

- Paving of Main Street – Mr. Wheeler will talk to Tina Davis at the meeting on Wednesday regarding the flooding concerns since PennDOT repaved Main Street.

Personnel:

- Borough Manager – The personnel committee recommended hiring Bill Wheeler for the borough manager position at a cost of \$60/hour for 16 hours per week pay.

Motion made by Ms. Coleman and seconded by Mr. Harris to hire Bill Wheeler for the position of Borough Manager at a cost of \$60/hour for a total of 16 hours per week; motion passed with all in favor 7-0-0.

Motion made by Ms. Coleman and seconded by Mr. Harris to have the Borough Manager start date be August 3, 2021; motion passed with all in favor 7-0-0.

- Zoning and Code Enforcement – Mr. Harris has been researching how other townships handle zoning and code enforcement. He recommended that council consider hiring Barry Isett and Assoc to manage the zoning and code enforcement work for the Borough. The company comes highly recommended. Mr. Harris confirmed that Barry Isett and Assoc currently work with BIU in other municipalities. Mr. Harris will invite the company to come to the work session for a question-and-answer session.

Zoning: no report

Finance:

- Budget Meeting – Mr. Harris scheduled a budget meeting for 8/12/21 at 7:30pm. He reminded all committees to submit their requests for next year's budget.
- Tax Collector Rate – The tax collector rate has traditionally been increased by 10% which would bring the current rate to \$3,190.

Motion made by Mr. Mandolesi and seconded by Mr. Lodise to increase the tax collector rate to \$3,190; motion passed with all in favor 7-0-0.

MS4:

- Newsletter – Mayor Mahon submitted a receipt for postage for \$220.00. She is currently working on the September Newsletter and asked that everyone submit their information for the newsletter asap.

TMDL / BMP's: Permit years 2018-2022 – DEP will be doing permit inspections. Samantha Brinker from Gilmore and Associates will keep us informed of that inspection. Due to Covid-19, this has been postponed.

- TMDL No1: encouraged riparian forest buffers for all residents along the creek
- TMDL No 2: conduct site inspections to encourage storm water control measures
- TMDL No 3: installation of 2 deciduous trees in open space or within the borough proper
- TMDL No 4: reduce infiltration
- TMDL No 5: modify basins for increased infiltration reduction
- TMDL No 7: encouraged home owners to install rain barrels
- TMDL No 8: additional provisions:
 - Continued with the 4 leaf pick-ups through the fall/winter season
 - Sump Pump inspection enforcement
 - Decide on sediment reduction project
 - Lawn and garden pick up 4/1-12/1 weekly

Floodplain: no report

Storm Water:

- Updated Data Base – Mayor Mahon appreciates any updates and contact information for new residents that have moved into our town in that storm water affects all residents and not just those who live in floodplain.
- Property Maintenance – Gilmore now has all the information to complete the floodplain property evaluations. Gilmore explained to the mayor that they do not do this for any other township. Gilmore is going to inquire to see if the evaluations are still required to complete.
- Thank you – Mayor Mahon thanked the police department and residents for keeping an eye on storm drains during the rain events this summer. Having the drains open during times of high rainfall helps tremendously.

Mayor:

- Memorial Park – Mayor Mahon is tabling the removal of fallen trees in Memorial Park. The mayor discovered that Parks and Recreation was addressing the matter. Mr. Mandolesi thanked Mike Ciarlante who collected the fallen limbs, ground them up and took the chips away.
- 150th Committee – The next committee meeting will be held at the pavilion August 4, 2021 at 7:30pm.

Solicitor Report:

- Advanced Agendas for Meetings – Act 65 of 2021 amends the Sunshine Act requiring municipalities to post in advance their agendas for all meetings. Mr. Wheeler explained that all councilmembers will need to submit an outline of anything they plan to discuss the Tuesday before the meeting date. The outline along with a list of bills will need to be posted to the website and at Borough Hall 24 hours in advanced of the meetings. A motion will not be allowed to be made on anything that is not on the agenda. This agenda needs to be posted for both monthly meetings.
- RDA New Filing System – Mr. DeBias informed council that the RDA has a new electronic filing system that will be in place for the next RDA grants. The RDA is asking for one contact person. Council agreed to assign Borough Manager Wheeler as the contact. Mr. DeBias told Borough Manager Wheeler that training on how to manage the new system will be offered sometime in August.

Motion made by Mr. Mandolesi and seconded by Mr. Wheeler to designate Borough Manager Bill Wheeler as the contact person for the RDA grant process; motion passed with all in favor 7-0-0.

Treasurer's Report: Treasurer's Report for August 2, 2021 was made available for inspection:

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| • General Fund Checking Balance as of July 1, 2021: | \$ 335,197.95 |
| Expenses Totaled: | \$ -60,331.93 |
| Income Totaled: | <u>\$ 77,308.30</u> |
| General Fund Checking Balance as July 31, 2021: | \$ 352,174.32 |
| • Sewer Fund Checking Balance as of July 1, 2021: | \$ 23,300.43 |
| Expenses Totaled: | \$ -22,506.31 |
| Income Toted: | <u>\$ 46,137.54</u> |
| Sewer Fund Checking Balance as of July 31, 2021: | \$ 46,931.66 |
| • Sewer Fund PLGIT Balance as of July 1, 2021: | \$ 227,765.26 |
| • Highway Aid PLGIT Balance as of July 1, 2021: | \$ 72,130.59 |
| Interest | \$ 0 |
| Deposit | \$ 0 |
| Expenses | <u>\$ -29.02</u> |
| Highway Aid PLGIT Balance as of July 31, 2021: | \$ 72,101.57 |
| • General Fund PLGIT Balance as of July 1, 2021: | \$ 637,094.53 |
| Interest | \$ 0 |
| Deposits | \$ 0 |
| Expenses Total: | <u>\$ 228.50</u> |
| General Fund PLGIT Balance as of July 31, 2021: | \$ 636,866.03 |

Bills: A copy of the bill list dated July 12, 2021 was provided to Council and offered for review by the public with one additional bill from Dan Mandolesi for \$60.52.

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| • General Fund beginning balance as of July 27, 2021: | \$ 353,216.47 |
| ending balance as of August 27, 2021: | \$ 333,677.94 |
| • Sewer & Water beginning balance as of July 29, 2021: | \$ 48,797.05 |
| ending balance as of August 13, 2021: | \$ 28,879.43 |
| • Highway Aid PLGIT Balance as of August 2, 2021: | \$ 72,086.86 |

A motion made by Mr. Mandolesi seconded by Mr. Lodise and carried unanimously to approve the bill list dated August 2, 2021; Motion carries 7-0-0.

Correspondence: none

New Business: none

Old Business:

- Keystone Communities – Mr. Mandolesi forwarded the application from Keystone Communities to all of council. The application needs to be completed by 8/31/21 in order to receive the \$55,000. Mr. Mandolesi is requesting that someone on council assist him with this process. William Wheeler asked that Mr. Mandolesi resend the email to him.
- Security System – The cameras and locking system have been installed. Thanks is given to Fire Marshal Wheeler for overseeing the project. The screen for the camera will be placed on top of Ms. McKairne's desk. The cameras will record when motion is detected. Fire Marshal Wheeler suggested that council hang signs outside stating that there is a surveillance system at Borough Hall. Action Lock can re-key the doors. They

charge \$95 service fee, \$25 per re-key of standard locks and \$50 for the front door because it is a more complicated lock system. The only door that will not be re-keyed is the police station because that one was recently re-keyed. Chief Baran will just collect the few keys that have been distributed. Fire Marshal Wheeler also recommended that a lockbox be installed outside to hold a master key and the apartment keys. The key to the lockbox will be held by the Fire Marshal. The Borough received 50 fobs and cards to open the doors. Fire Marshal Wheeler will distribute the fobs. At any time if council needs to remove someone from access to Borough Hall, they can easily remove access without collecting the fob back.

- Vector Billing – The sales representative made a mistake when writing up the original proposal for the camera systems at Borough. The rep did not have enough licenses listed so an additional \$1,300 was not billed. Council agreed to split the difference resulting from the mistake.

Motion made by Mr. Mandolesi and seconded by Mr. Lodise to pay half of the cost of adding the additional license fee at a cost of \$650; motion passed with all in favor 7-0-0.

Motion made by Mr. Lodise and seconded by Mr. Harris to hire Action Lock to re-key the locks at Borough Hall not to exceed \$500; motion passed with all in favor 7-0-0.

The meeting was adjourned at 10:20 pm; motion made by Mr. Harris seconded by Mr. Edge.

Respectfully Submitted

Dorothy Omietanski,
Hulmeville Borough Secretary

